

OFFICE SKILLS COMPUTER LAB

Ongoing Enrollment



TIME SLOTS

Mon/Wed
10AM-12PM

Mon/Wed
6-8 PM

Tue/Thu
10AM-12PM

Tue/Thu
12:30-2:30PM

\$39 per time slot

\$86.25 discounted exam voucher plus retake

Self-paced! ∞∞ **Instructor-guided!** ∞∞ **Video-supported!**

- Pick your time slot
- Enroll any time
- Focus on one application or work on multiple applications during your time slot
- Study without pressure at your own pace
- Seek assistance from the instructor if needed
- Build confidence in your unlimited abilities

APPLICATIONS

- Keyboarding and 10-key
- Internet
- Windows 10
- Microsoft Word Level 1 and Level 2
- Microsoft Excel Level 1 and Level 2
- Microsoft PowerPoint Level 1 and Level 2
- Microsoft Access Level 1 and Level 2

Spring Session February 25th – May 9th, 2019

Santa Clara Adult Education

30 Years of Excellence



CAREER TECHNICAL
EDUCATION



ENRICHMENT
PROGRAMS



HEALTH AND FITNESS



ENGLISH AS A
SECOND LANGUAGE



HIGH SCHOOL
DIPLOMA
HIGH SCHOOL
EQUIVALENCY

1840 Benton Street
Santa Clara, CA 95050
408.423.3500

www.santaclaraadulted.org